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*Epc. Long / CIA CSB*  
247722  
24 September 1952

MEMORANDUM FOR: Chairman, CIA Career Service Board  
FROM: Chairman, OCD Career Service Board  
SUBJECT: Procedure for the Detail of CIA Officers as Students at Department of Defense Colleges and Schools - CIA Regulation [REDACTED]

25X1A

1. Subject Regulation requires that all officers meeting basic qualifications be afforded an opportunity to apply for detail as students at courses offered by Department of Defense Colleges and Schools, and it requires Office heads to forward all such applications to the Director of Training.
2. The OCD Board considers that these requirements are unsound. It believes that the opportunity for external training at CIA expense should be regarded as a reward for above-average performance, rather than as a privilege which may be extended to any employee whose age, grade, and background conform to a prescribed pattern.
3. Since it is apparent that no unit apart from the supervisory chain of command can determine whether or not a particular officer is in fact an above-average employee, the Board considers that the Office Career Service Boards should have authority to withhold from the Director of Training any applications for external training which are received from officers whose value to the Agency has not been demonstrated by a high level of performance.
4. The OCD Board recommends to the Chairman of the CIA Career Service Board that action be taken to amend the subject regulation to conform to the principles stated above. A draft revision is submitted herewith.

[REDACTED] 25X1A9a

Encl.

*Mr. Way was notified of this, but no action was needed by Board as OCS and OTR resolved it. Pertaining memo filed in file #22*

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PROPOSED REVISION TO CIA REGULATION [REDACTED]

25X1A

(Changed language is underlined)

25-4. PROCEDURE FOR THE DETAIL OF CIA OFFICERS AS STUDENTS AT DEPARTMENT OF DEFENSE COLLEGES AND SCHOOLS

A. Application

- (1) At appropriate times, the Director of Training will notify Agency Office heads that applications will be received for the various Department of Defense colleges and schools.
- (2) Office heads are responsible for insuring dissemination of this notification to all officers who meet basic qualifications under this Regulation, and whose value to the Agency has been demonstrated by a high level of performance.
- (3) Any officer desiring to apply will submit his request to his Office Career Service Board, supplying that specific information requested by the Director of Training in his notification. Appropriate request forms will be supplied by the Director of Training through the Training Liaison Officers of the various Offices.
- (4) Office Career Service Boards will forward all applications which they approve to the Director of Training, furnishing any details which might help in selection or rejection.

B. Selection and Detail

- (1) Candidates for detail to Department of Defense colleges and schools will be selected from among qualified applicants by one or more Selection Boards acting under the chairmanship of the Director of Training.
- (2) Selection Boards will consist of the Director of Training, a designee of the Deputy Director (Administration), one other Assistant Director, a CIA officer who has completed the course for which applications are to be reviewed, and a senior officer from the service concerned who is on active duty with CIA.
- (3) In making selections, the Selection Board will carefully consider:
  - (a) The standard entrance requirements of the college or school.

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- (b) The applicant's record in detail, and his qualifications in the light of these entrance requirements.
  - (c) The recommendations of the applicant's Office Career Service Board.
  - (d) The applicant's general suitability as determined by interview.
- (4) The Selection Board will prepare a list of candidates for each of the first five colleges listed in the table referred to in paragraph C, and will designate a single candidate for each CIA opening in the remaining colleges and schools. The Director of Training will forward the names of officers nominated by the Selection Board, together with the recommendations of the Office Career Service Board concerned, to the appropriate authority for final action.
- (5) The Director of Central Intelligence will make the final selection of officers for the first five colleges listed in the table referred to in paragraph C from lists of candidates nominated by the Selection Board. The Deputy Director (Administration) will assign to the remaining colleges and schools those officers nominated by the Selection Board.
- (6) Indispensability will be urged only in extreme cases, and in such event the final decision will be made by the Director.
- C. See table attached.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director  
(Administration)

Effective:

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